

Middle School Initiative

**PART I
COVER SHEET**

CAP 4 SEMESTER 2 WEEK 1

COURSE: Public Affairs Officer Drill and Ceremonies, Achievement 11

LESSON TITLE: Change of Command

LENGTH OF LESSON: 50 Minutes

METHOD: Informal Lecture - Discussion

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 10
2. AFM 36-2203, *Drill and Ceremonies*, Chapter 7, 3 Jun 96
3. CAPP 3, *Guide To Civil Air Patrol Protocol*, Appendix 3, 2 Jul 90

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):

1. Overhead Projector
2. Transparencies

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to:

1. Understand the purpose of the change of command ceremony and the solemnity involved.
2. Become acquainted with various procedures involved with a unit's change of command.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet should willingly become aware of the procedures used in different types of change of command ceremonies and be willing to perform as necessary, if requested.

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

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PART II TEACHING PLAN

Introduction

ATTENTION: Good afternoon and welcome to another class on ceremonial activities. At some time or another, you may be asked to participate in a change of command, either as the incoming or out going commander, or some other official capacity that will require your knowledge of this very solemn ceremony.

MOTIVATION: A change of command is a time-honored ceremony to mark the occasion when the responsibility of command is passed from the outgoing commander to the incoming commander. It is one of the most formal ceremonies conducted in Civil Air Patrol. The change of command signifies the end of one era and the beginning of another. More often than not, it signals a new beginning - a renewal in the progress of events and achievements of the unit. Concurrent with this ceremony may be the promotion of the incoming commander to a higher authorized grade.

TRANSITION: Are we ready to learn about how this is done?

Body

MP 1 Outdoor Change of Command. This ceremony is usually accomplished after the decorations and awards portion of a parade. There may be retirements included here, but not usually.

If this is strictly a change of command ceremony, the following will happen: the higher echelon commander directs the commander of troops (COT) to have the Colors come forward.

TRANSPARENCY DC11.2.1 - Change of Command Positions

Once the Colors and COT are in position, the outgoing and incoming commanders leave the reviewing stand and march out to a position between the Colors and the COT. The COT salutes the higher echelon commander and reports **"Sir/Ma'am, the Colors are present."** The COT then returns to his staff position and directs that the wing be given present arms for the national anthem. After the national anthem and the troops are placed at parade rest, the narrator begins to read the change of command order.

TRANSPARENCY DC11.2.2 - Change of Command Positions

The higher echelon commander leaves the reviewing stand and proceeds to a position directly in front of the outgoing commander. At the appropriate time, the outgoing commander salutes and says "**Sir/Ma'am, I relinquish command.**" The higher echelon commander returns the salute and the outgoing commander takes two steps to the rear. The incoming commander sidesteps to the right and assumes a position directly in front of higher echelon commander.

TRANSPARENCY DC11.2.2 - Change of Command Positions

TRANSPARENCY DC11.2.3 - Change of Command Positions

When the incoming commander has changed positions, the outgoing commander moves forward and to the left, filling the position vacated by the incoming commander. When this is completed, the incoming commander salutes and says, "**Sir/Ma'am, I assume command.**" When the salute has been exchanged, the higher echelon commander directs the new and former commanders to join him/her on the reviewing stand. All three commanders move to the right of the colors and return to the reviewing stand with the new commander immediately to the left of the senior commander, as they face the troops.

The Colors will return to their post on the final line and once they are in position, the COT salutes the senior commander without a report. The senior commander exchanges salutes and directs "**MARCH THE COMMAND IN REVIEW.**"

The senior commander will decide who will be the reviewing officer, and that person will take one step forward to accept the review.

TRANSITION: This concludes the outdoor formal change of command. Now let's take a look at what might happen at a typical Civil Air Patrol indoor change of command ceremony.

MP2 Indoor Change of Command. As in the previous period on awards/decorations and retirements, this ceremony is somewhat less formal, but still has the solemnity of the outdoor ceremony. There are two styles used in our illustration today. Let's take a look at the first style now.

TRANSPARENCY DC11.2.4 - Indoor Change of Command With Senior Official

In this style, the required personnel are the Master/Mistress of Ceremonies (MC), the outgoing commander, the incoming commander, the senior official (Group/Wing/Region/National/Past Commander), and the unit flag bearer.

To initiate the ceremony, the MC will state: "The following will be the time-honored ceremony designed to mark the moment where the responsibility of command is passed to the incoming commander. Ladies and Gentlemen, please rise."

TRANSPARENCY DC11.2.5 - Movement 1

On this slide the outgoing and incoming commanders are side-by-side and facing the senior official. The distance should not be more than two paces between the senior official and the commanders. The unit flag bearer should be one pace to the front and one-half pace to the left of the senior official. Once all personnel are in place, the MC will read the order authorizing the change of command.

TRANSPARENCY DC11.2.6 - Passing of the Flag Sequence

Here we show the flag bearer passing the unit flag to the outgoing commander. Note that the flag is passed in such a fashion that the flag is over the outgoing commander's heart.

TRANSPARENCY DC11.2.7 - Passing of the Flag Sequence

The flag is then passed to the senior official with the outgoing commander saying, "**Sir/Ma'am, I relinquish command.**" Upon completion of this action, the outgoing commander takes two steps backwards as shown in this next slide.

TRANSPARENCY DC11.2.8 - Movement 2

TRANSPARENCY DC11.2.9 - Movement 3

On this slide we see that the incoming commander has taken two side steps to the right to place him in front of the senior official.

TRANSPARENCY DC11.2.10 - Passing of the Flag Sequence

This slide shows the senior official passing the flag to the incoming commander. The flag is accepted by the incoming commander and he says, "**Sir/Ma'am, I accept command.**" Note again that the flag is over the heart of the incoming commander. The flag is then passed back to the flagbearer as shown on the next slide.

TRANSPARENCY DC11.2.11 - Passing of the Flag Sequence

Finally, the senior official will command "**Officers Post.**" At this time the senior official will face to the right and the incoming and outgoing commanders will face to the left, as shown on this slide.

TRANSPARENCY DC11.2.12 - Movement 4

At this point, the senior official can make some comments about his expectations for the command and the incoming and outgoing commanders can also make some appropriate remarks.

The MC makes the announcement, "Ladies and Gentlemen, this concludes the ceremony. Please join us in the receiving line."

TRANSITION: As you can see, some of the movements that were in the outdoor ceremony were also used during the indoor ceremony. Let's move on to the next indoor style and see if there is any similarity to the previous style.

TRANSPARENCY DC11.2.13 - Indoor Change of Command Without Senior Official

In this style of ceremony we are going to change command without benefit of a senior official. The personnel required to participate are the MC, the outgoing and incoming commanders and the flagbearer.

To open the ceremony, the MC will say, "The following will be the time-honored ceremony designed to mark the moment where responsibility of command is passed to the incoming commander. Ladies and Gentlemen, please rise." At this time the two commanders and flagbearer will take their positions as shown on this slide.

TRANSPARENCY DC11.2.14 - Movement 1

Once they are in place, the MC will announce the order authorizing the change of command. The flagbearer will then pass the flag to the outgoing commander, again in such a fashion to have the flag over his heart. The outgoing commander will say, "**Sir/Ma'am, I relinquish command.**" He will then extend his arms and cross over the flag to his right by 90 degrees so that the incoming commander will have the flag over his heart, when he accepts the flag. Upon accepting the flag, the incoming commander will say, "**Sir, I accept command.**" The incoming commander will then pass the flag back to the flagbearer.

TRANSPARENCY DC11.2.15 - Movement 2

The incoming commander commands "**Officers Post.**" The participants in the actual ceremony take the positions as shown here. The commanders may make remarks at this time. The MC announces that the ceremony has been concluded and that the audience may join the receiving line.

Conclusion

SUMMARY: During our session today we have discussed the outdoor formal change of command during a parade, and two styles of formal indoor change of command ceremonies. These ceremonies, being time-honored traditions, must be accorded the honors and protocol required of the occasion.

REMOTIVATION: Are you in line to participate in one of these ceremonies in the near future? If you are, will you be prepared to act in the fashion required by the activity?

CLOSURE: This class concludes the ceremonial portion of your drill and ceremonies instruction. Remember, you are constantly learning new things and reinforcing that which you

have already learned. Review your drill manual periodically to assure yourself that you are teaching movements and procedures correctly and that others are also doing the same. Class is dismissed.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was to acquaint each cadet with change of command ceremonies that may be used within Civil Air Patrol.

LESSON QUESTIONS:

1. Question: Where is a formal outdoor change of command usually performed?
Answer: At a parade.
2. Question: At what time in the parade is the change of command performed?
Answer: After the band has played the national anthem.
3. Question: Who may "take the review" after the change of command?
Answer: That is determined by the higher echelon commander during discussion with the outgoing and incoming commanders. Only one of the three may have the honor of being the reviewing officer.